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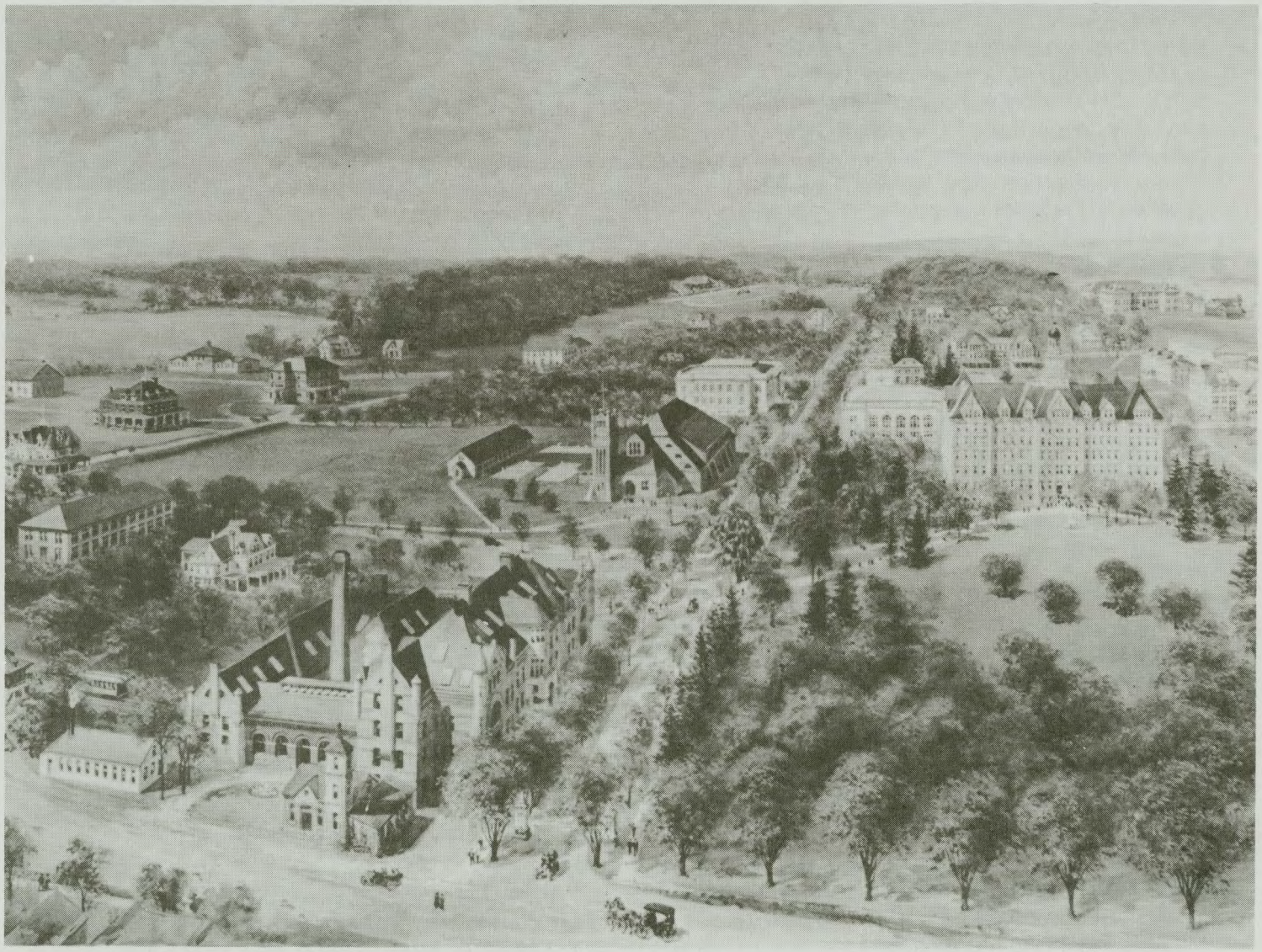
MARAC to Roar into State College



Lithograph, Campus View, Pennsylvania State University, 1910

Next MARAC Meeting to be in State College

MARAC will meet on May 6-8, 1999 is State College, home of Pennsylvania State University. The theme of the meeting is "Archives Under Construction." The program will include sessions on renovations, working with architects and builders, facilities management, lighting, HVAC systems, and surviving the whole process. Since MARAC will meet at the Penn Stater Conference Center, a state-of-the-art facility, there will be a second program track featuring the interactive, high-tech capabilities of the facility. Session will also be held on basic archival issues.

Several workshops are planned, including ones on EAD, preserving photographs in a digital world, move-related preservation, public speaking, basic records management, and writing for publication. The luncheon speaker will be renowned photo-historian Heinz Henisch.

Visiting State College affords opportunities for many adventures. State College will host the 1st MARAC golf tournament, and provide for tours of Victorian Bellefonte, historic Boalsburg, and the Altoona Railroaders Museum, among other wonderful entertainments.

Our Friday evening reception will take place at the Palmer Art Museum, the largest art museum between Philadelphia and Pittsburgh. Members will also have the opportunity to see Penn State's own special collections treasures and have a campus walking tour with student guides.

So mark your calendars: May 6-8, 1999, in State College. We look forward to sharing our Central Pennsylvania heritage with each of you.

For additional information, contact Jackie Esposito at (814) 865-7931, email: jre@psulias.psu.edu.

Of Mailing Times and Deadlines

The Spring and Fall issues of the Mid-Atlantic Archivist (*MAA*) are delivered by first class mail. The purpose of the change was to ensure that members receive information on MARAC meetings in plenty of time to plan their attendance. The Summer and Winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the *MAA* in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the *MAA* to you in a timely manner regardless of how it is sent.

Table of Contents

Next MARAC Meeting 2
From the Chair 3
Contractual Services Committee Selects a Management Firm 4
State & Local News 5
Symposium: Philadelphia Naval Shipyard 9
Treasurer's Report 11
Preservation News 12
Steering Committee Meeting Summary 13
Session Abstracts 15
MARAC Scholarship Announcements 19
New MARAC Members 20
MARAC Education Survey 21
Employment Opportunities 23

. . . from the chair

I wrote to you in the Summer issue of the *Mid-Atlantic Archivist* about the progress of the Ad Hoc Committee on Contractual Services, and the implications of their work for individual MARAC members and for the organization as a whole. The Committee's work has proceeded rapidly and has received the endorsement of the Steering Committee. It will soon be time for the membership to make a decision that will have a profound effect on the operations of MARAC in the years to come.

Marsha Trimble, chair of the Ad Hoc Committee, has written an article for this *MAA* that will inform you of the process carried out by the Ad Hoc Committee and the Steering Committee to date. The article will also explain, as did Marsha's presentation at the Business Meeting in Washington, D.C., that the Steering Committee will be deciding at its winter meeting in February on a dues increase proposal to bring to the membership at the May Business Meeting in State College, Pennsylvania.

I encourage all of you to read Marsha's article carefully and to contact members of the Ad Hoc Committee and the Steering Committee with your questions and concerns. I also urge you to talk to people who have been involved in volunteer efforts for MARAC in recent years, particularly those who have worked on Local Arrangements for the semi-annual conferences. It is important that we all realize that every vote at the Spring Business Meeting will have an active impact on MARAC's future operations. A vote that prevents the Steering Committee from hiring a management company is not necessarily a vote for the status quo. It is entirely possible (I would even say probable) that MARAC will be unable to continue to support its current level of educational programs solely with volunteer labor unless the administrative burden on those volunteers is eased. This is particularly true for the labor-intensive conferences with workshops twice a year. It is of course also true that a vote in favor of a dues increase will have a different effect on MARAC's membership. We all need to decide which course of change from the status quo is the best way for the organization to move. It is my belief that change will take place no matter which way the May vote turns out.

As I said in my article last summer, both the Steering Committee and the Ad Hoc Committee are very much aware of the importance of the relationship between the relatively low costs involved in being a member of MARAC and the character of the organization. Every attempt is being made to accommodate all of the various groups that form our diverse membership in all of the planning that is underway. Many of us hope that by raising dues we will be able to keep meeting costs (at least the registration and workshop fees over which we have the most control) steady. Also, as I always try to stress when discussing this topic, those of us involved in making these proposals are striving to support and strengthen the volunteerism that has made MARAC such a lively, responsive, and growing organization. The goal has always been to free members for more and better educational efforts on behalf of the membership and the archival profession in the MARAC region.

Finally, I want to report that the Steering Committee responded to the request of the Ad Hoc Committee to be disbanded by agreeing to release them so long as they continued to be available to support and further this process of transition to a new management structure for MARAC. Those Ad Hoc Committee members present at the Steering Committee meeting agreed to this request (and we have them on tape doing so), but the Ad Hoc Committee was formally dissolved. I would like to take this opportunity to thank the members of the Committee, and particularly those serving on the subcommittee for selecting and interviewing the three candidate firms, for an amazing amount of work compressed into a very short time frame (as I myself experienced at the end) and for work that was most excellently carried out. I list below the Committee (and subcommittee) members, and I hope that you will take some opportunity to thank them yourselves and to discuss with them these important decisions regarding MARAC's future.

Ad Hoc Committee on Contractual Services: Marsha Trimble, Chair (interview subcommittee) Lauren Brown, Jim Byers (interview subcommittee) Becky Collier (interview subcommittee), Russell Gasero, Valerie Metzler, Karl Niederer (interview subcommittee) Ben Primer (interview subcommittee) Diana Shenk (interview subcommittee)

— Janet Linde

★★★★★★

Visit MARAC's Website at http://www.itd.umd.edu/MARAC/marac-hp.htm

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Contractual Services Committee Selects a Management Firm

During the late summer MARAC's Ad Hoc Committee for Contractual Services conducted phone interviews with a couple dozen association management firms in Maryland, New Jersey, Pennsylvania, and Virginia, and two committee members visited the offices of nine firms. In early September requests-for-proposal (RFPs) went out to eleven firms, seven of which responded with proposals. A subcommittee for interviewing composed of Jim Byers, Becky Collier, Karl Niederer, Ben Primer, Diana Shenk, and Marsha Trimble carefully studied the proposals and held phone interviews with their references. On November 18 the subcommittee along with MARAC Chair Janet Linde met with representatives of the three most impressive firms, one from New Jersey and two from northern Virginia.

After the interviews the subcommittee selected Kimball & Associates, a relatively small and young firm located in McLean, Virginia. This company, led by Phil Kimball and Susan Oderwald, presented the most thorough proposal in response to our RFP, including a detailed outline about their fees for each of the administrative duties we are asking them to perform in the areas of membership database, bookkeeping and accounting, publications, and conference management. During the interview Kimball and Oderwald made a dynamic presentation, explaining generally how their firm operates and quite specifically how they would serve MARAC. It was clear to the committee that this firm is interested and has given a good deal of thought to working for us. In answer to the question, why MARAC?, Kimball replied that our proposal process indicates that our society is well-organized and has clear expectations for outside management. Subcommittee members believe that the staff of this firm will be sensitive to the leadership direction of Steering Committee and, at the same time, be able to advise in areas such as conference management, where MARAC members have little or no expertise.

Kimball & Associates was established in 1995, but both Kimball and Oderwald brought varied and extensive experiences in association management to the new firm, which currently employs five and serves three other clients. For the services we have requested they will charge approximately $32,000 per year.

Steering Committee accepted the Contractual Services Committee's recommendation that MARAC hire Kimball & Associates, who have been invited to address Steering at its winter meeting. Since hiring a firm to provide services previously donated to MARAC will necessitate a dues increase, the Finance Committee has been asked to determine and report at the winter meeting what the dues increase will be.

Probably our MARAC membership dues next year will work out to about ten cents a day. In return the Contractual Services Committee firmly believes that the organization will grow stronger as member-volunteers focus their creative energies on workshops, programs, publications, outreach and other efforts to benefit our profession, and draw the large MARAC community closer.

Background on the Contractual Services Committee:

Early in the fall of 1997 the Ad Hoc Committee for Contractual Services was appointed and charged with exploring MARAC's options for relieving member-volunteers of some of the management and administrative responsibilities for the organization. The committee appointees were Lauren Brown, Jim Byers, Becky Collier, Russell Gasero, Valerie Metzler, Karl Niederer, Ben Primer, Diana Shenk, and Marsha Trimble. The establishment of the committee had grown out of the Strategic Plan adopted by the membership in 1996. The plan recommended redirecting volunteers' efforts to education and outreach endeavors, and hiring outsiders to handle the increasingly burdensome administrative tasks of the growing organization. After looking briefly at the possibility of hiring individuals to work for MARAC, the Contractual Services Committee began extensive research into hiring a management firm and recommended that course to Steering Committee at its May 1998 meeting. Steering Committee asked the Contractual Services committee to look for firms which might serve MARAC's needs.

3rd MARAC Film Festival - Call for Submissions

Thursday, May 7, 1999

State College, Pennsylvania

Please send written descriptions of a 4-12 minute archival (lighthearted and historically interesting) film (or film clip) from your repository for screening at the 3rd MARAC Film Festival to be held during MARAC's spectacular State College meeting. The audience will "vote" on: "most humorous", "most dramatic soundtrack" and "best of fest" with prizes awarded at the Business Meeting.

Include: title and year of film, cinematographer (if known), subject matter, collection notes and significance. Also include a contact person's name and phone number.

Deadline: March 31, 1999

Send Descriptions To: John Paul Deley, Federal Trade Commission, H-172, 6th and Pennsylvania Ave., N.W., Washington D.C. 20580

Send only written descriptions at this time. Those institutions selected will be asked to submit a videocassette copy at a later date.

State & Local News

I hope you all had a wonderful holiday season and have had a wonderful start to 1999. First I want to thank all of you who came up to me during the Fall MARAC conference and made comments to me about the column. With your help this can continue to be a column that will keep you informed about events in the MARAC region. If anything of interest is happening, drop me a line at dbrussel@capaccess.org.

Archives Week brought out the programming genius in archivists throughout the region. There was much happening in the various repositories, with lots of programs and events for everyone, be they professional archivists or interested community residents.

The District of Columbia Caucus hosted a slide show festival as part of Archives Week. This festival included new MARAC member Jerry McCoy's slide show on unique post cards from Washington, D.C.; former D.C. Caucus Chair Rod Ross's slide show on Congressman, Civil War general and Senator John A. 'Black Jack' Logan; Catherine Brasco's discussion on the cartoons of Clifford and Jim Berryman; Heather Moore's slide show on Senate photographer Arthur Scott; and Jim Cassidy, representing the National Archives Assembly, providing a slide show about the working of the National Archives.

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Also in support of Archives Week, the Moorland-Spingarn Research Center provided tours of its facility, including a display of their materials documenting the history of the Black Panther Party. The Center also allowed time for people to ask questions of the staff, provided guides to their collections and demonstrated their website to visitors.

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In late October the 25th Annual Washington Historical Studies Conference was held at the Martin Luther King Memorial Library. Sessions were held on the freeway controversies of the 1960's; African-American service during the Civil War; science in Washington; and the riots of 1968, which occurred after the death of Martin Luther King, Jr. Tours were provided of upper Georgia Avenue, the site of Fort Stevens, the National Museum of Health and Medicine and Moorings, the home of the Blair Family (of Blair House fame).

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Susan McElrath, the D.C. Caucus Chair, is planning several programs for the Spring of 1999. Contact Susan by email at Susan_McElrath@nps.gov or call her at (202) 673-2415.

In Delaware the old records center has been demolished and the Delaware Public Archives is in the midst of renovation. The completion date for the Public Archives renovation is December 1999, and the new Hall of Records should be completed in December 2000. An architect's rendering of the new structure graces the Spring 1997 American Archivist, which includes an article about the project written by Delaware State Archivist Howard P. Lowell.

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Winterthur's library and archives are going on-line. Collections of library materials, manuscripts and photographs will be incorporated in one catalog using the VTLS system. The database was expected to be up in-house by December 1998 and available through the internet by late spring/early summer 1999. In addition, Winterthur received a grant from the Luce Foundation for $150,000 to assist in cataloging the photographic collections for the OPAC and for photographic fieldwork to document decorative arts.

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The Historical Society of Delaware has mounted a new permanent exhibit, "Distinctively Delaware," which opened to the public on December 9, 1998. MARAC members Ellen Rendle and Connie Cooper provided extensive assistance on the exhibit.

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The Hagley Museum is working on two new exhibits with expected 1999 opening dates. Opening on January 18, 1999 in the Soda House galleries is an exhibit on the subject of African-American education in Delaware. The second exhibit, which will open on May 1, 1999, will display manuscript and pictorial materials from the Avon Company collection, which is housed at the Hagley Library. Long time MARAC member Lynn Cantanese has provided much of the work on this exhibition.

★

If you want to learn more about Delaware's activities contact Barbara Hall at bdhall@udel.edu or (302) 658-2400 ext. 277.

On November 11, 1998 The Johns Hopkins University and the Pierpont Morgan Library hosted a one-day colloquium, "Digitizing Medieval Manu-

scripts: Creating a Scholarly Resource" at the Milton S. Eisenhower Library at the JHU Homewood Campus (Baltimore). Due to their rarity and frailty, medieval manuscripts are generally inaccessible to all but a few scholars. This colloquium is part of a year-long project that will advance efforts underway at Eisenhower to create digital facsimiles that best serve medieval scholars and other humanists. Funding for this project is being provided by the Samuel H. Kress Foundation and Ameritech Library Services. During the colloquium, medieval scholars identified the research capabilities they require, while technology specialists presented possible solutions. Institutions represented at the colloquium included the University of Pennsylvania, College de France, Vatican Library, IBM, and the National Center for Scientific Research in France. The Eisenhower Library will test the colloquium's assumptions by digitizing the copy of the *Roman de la Rose* manuscript owned by the Walters Art Gallery (Baltimore). Written in two parts between 1230 and 1275, this work was for the next 300 years one of the most widely read works of the French language. The colloquium web site is located at http://medieval.mse.jhu.edu. For further information please contact Cynthia Requardt, Kurrelmeyer Curator for Special Collections at the Eisenhower Library, (410) 516-8358, the coordinator of the colloquium.

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This past October the Montgomery County Archives at Rockville received a donation of U.S. Department of Agriculture aerial photographs from the Montgomery Soil Conservation District. These photographs represent nine aerial surveys of the County performed between 1937 and 1981 and provide a fascinating and unique perspective on changes to the landscape during a period of unprecedented development in the County, which forms part of the suburbs of Washington. The donation also includes "indexes" for the 1951, 1970, and 1979 photographs in the form of 2 x 3 copies of the photographs pasted together to form a view of the County overall. These indexes make it relatively easy to pinpoint the area over which an individual photograph was taken. The Archives can be reached at (301) 279-1218 and the web address is http://www.mont.lib.md.us/archives.html.

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The Maryland Caucus celebrated 1998 Archives Week on October 16 with a meeting held at the Columbia Archives in Columbia, Maryland. The major focus of the meeting was a talk by Dr. Frank Burke on his book, published in 1997 by Scarecrow Press, *Research and the Manuscript Tradition*. Nearly 20 people attended, including a handful of people from the community. Following Dr. Burke's presentation, Robin Emrich, the archivist of the Columbia Archives, gave a tour of the facility. The Columbia Archives is a hybrid archives, created in the mid-1980's by a concerned group of residents who were interested in documenting and preserving the unique history of the planned city. Columbia was designed in the mid-1960's to be a city where all people, regardless of race, income or religion could come to live and grow together with respect to each other and their surrounding natural environment. The Archives' collection includes records of the developer, various governing bodies of Columbia, clubs, committees and organizations; several manuscript collections of people integral to the development of Columbia, including the 1996 donation of the James W. Rouse papers; photographs; videotapes; oral histories; maps; books and other publications; and vertical files. It is located in the city center at 10221 Wincopin Circle, Columbia, MD 21044, phone (410) 715-3103 or (410) 715-5518, www.webcolumbia.com/ca/archives.html.

New Jersey had a full day program on October 17th at the Monmouth County Library. Features included lectures on local history, exhibits by 39 historical organizations, an all-day video film festival on local history and archives, instruction on how to use the internet for historical research, tours of the Monmouth County Archives and the introduction of the New Jersey history game. David Cowell, the President of Advocates for New Jersey History, gave the state of New Jersey history address. An award ceremony was held where the Monmouth County Historical Association was presented with the MARAC/New Jersey Caucus award. 400 people attended this event which was co-sponsored by the New Jersey Caucus, the New Jersey Historical Commission and the New Jersey Academic Studies Alliance.

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Recently the Educational Testing Service developed an exhibit on prominent women involved in the history of testing. This exhibit, which was originally shown at the Archives of the Educational Testing Service has been made available on the internet. The URL is http://ericae.net/ets/womentest.html.

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Monmouth and Ocean: Preserving History for the Future: Archives Day 1998

Approximately 400 people attended the Archives Day Program held at the Monmouth County Library in Manalapan, New Jersey, on October 17. The program opened with a plenary session, at which Monmouth County Clerk M. Claire French presented the second Jane G. Clayton Award for efforts to preserve the history of Monmouth County to Mary Lou Strong. County Freeholder Theodore

J. Narozanick read an Archives Day proclamation, which was given to the Monmouth County Archives for display. Gary Saretzky presented the annual award from the MARAC/ NJ Caucus to the Monmouth County Historical Association. Maxine Lurie presented the author's award of the New Jersey Studies Academic Association to Mark Dilonno, author of *New Jersey's Coastal Heritage*. The Plenary Session, which was attended by approximately one hundred people, concluded with a lecture by David Cowell regarding state legislative initiatives for historic preservation and programming.

Archives Day continued with three lecture programs on local history and archives-related topics, nine videos, encapsulation demonstrations, and a World Wide Web demonstration room. The presenters were Mark Dilonno (coastal history); John Bailey Lloyd (Tucker's Island); William E. Anderson (Ellis Island litigation); Bernard Olsen (Civil War in N.J.); Kevin Coyne (WWII veterans in Freehold), and Thomas Frusciano, assisted by volunteer Nicholas Saretzky (researching history on the World Wide Web). Speakers' honoraria (with the exception of Cowell), and a portion of the other expenses were supported by a $1,000 grant from the New Jersey Historical Commission.

An innovation this year were tours of the Monmouth County Archives. Forty-nine people were given tours; the tours were filled to capacity, and a number of people were turned away. Another innovation was the History Game, a test with thirty-six very challenging questions, each submitted by a different exhibitor (several exhibitors signed up too late for a question to be included). Forty organizations exhibited, as compared to thirty-one in 1997.

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For further information on New Jersey activities contact Gary Saretzky at saretzky@rci.rutgers.edu or call him at (732) 308-3772.

IThe Archivists Round Table of Metropolitan New York hosted its annual family history fair on October 18th at New York University. Participants learned about how to research their family history, to use archives and libraries, to locate missing relatives, to interpret and translate documents, and to care for photographs and paper artifacts. Historical and genealogical societies and vendors had exhibits and workshops on computers and genealogy, interviewing relatives, using the internet for genealogy and using census and immigration records. In addition, the Round Table hosted an awards ceremony where it presented its annual award for Outstanding Support of Archives to Martin Gomez, the Director of the Brooklyn Public Library, for his energetic development and promotion of the Library's Brooklyn Collection. His support has helped the collection to grow from being a part of the Library's History Division to being an independent division with its own budget and staff, including its first archivist. The Roundtable presented its award for the Innovative Use of Archives to the Skyscraper Museum for its first exhibit "Downtown New York: The Architecture of Business/The Business of Buildings" which used a wide array of archival materials to expand the traditional view of skyscrapers as objects of architectural design and technological innovation to see them as real estate investments, sites of construction and places of work. After Archives Week was over, the Round Table hosted another event, "Starting From Scratch: Designing a Business Archives Facility." Susan Box, Bill Casari and Frances Lyons-Bristol of American International Group, Inc., spoke about starting a new archives facility and also provided tours of the AIG archives.

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The New York State Archives held a Family History Day celebration at the State Museum in Albany to celebrate Archives Week. The week before the event, the *Albany Times Union* newspaper published an insert for the Sunday paper which discussed archives and the upcoming family history day event.

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The Rochester General Hospital is celebrating the publication of *To Serve the Community: A Celebration of the Rochester General Hospital, 1847-1997*. This book, written by Teresa K. Lehr and Philip G. Maples, documents the history of Rochester and the way it dealt with the health care problems it has faced in the 19th and 20th centuries. It includes more than 240 color and black and white photographs documenting the hospital's history and the people who have helped it grow and succeed. The book can be purchased through the Baker-Cederberg Museum and Archives of the Rochester General Hospital, 1425 Portland Avenue, Rochester, New York 14621. The cost is $39.95.

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Contact Mary Ellen Rogan for more information about New York State events. Mary Ellen can be reached at mrogan@nypl.org or at (212) 870-1835.

Pennsylvania celebrated the grand opening of the new Philadelphia Archives and Record Center on November 30th. The new building allows for the consolidation of the Philadelphia City Archives, the City Records Center and the Register of Wills archives. Tours were provided of the new facility, located at 3101 Market Street. The Center includes a large reading room, a climate-controlled archival storage facility and a high density records cen-

ter facility. The Office of Records also co-sponsored an exhibit with the Office of the City Representative and the Director of Commerce entitled "Evolving Philadelphia: Transitioning for the 21st Century." This exhibit documents the rich history of the Office of the City Representative and of Director of Commerce and their predecessor agencies, which have worked to promote the economic and cultural growth of the Delaware Valley. Display hours are weekdays from 8A.M.-6P.M at the Municipal Services Building Concourse Level and will be up until September 1999.

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The National Archives Mid-Atlantic Region will be sponsoring a symposium entitled "Changing Tides: The History and Evolution of the Philadelphia Naval Shipyard, 1801-1998 and Beyond" on Saturday, April 10, 1999 at the NARA Mid-Atlantic Region Center Office at 9th and Chestnut Streets in Philadelphia. The symposium will look at the rich history of the Navy Yard, the views and experiences of those who worked there, the records available for research and the present and future plans for the site. Registration is $20 before March 12, 1999 and $25 after that date. Space is limited, so register early. For further information contact either Joseph-James Ahern at (215) 440-3417, email jjahern@amphilsoc.org; or Shawn Aubitz at (215) 597-9970. Those who may not be able to go to the symposium may be interested in viewing the exhibit "Mainstay of the Fleet: The Philadelphia Navy Yard, 1801-1996" which will be up until September of 1999.

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The Curator's Coalition of Pittsburgh sponsored a photograph exhibit from October 11-30. Materials from the Carlow College Archives, Carnegie Mellon University, the Catholic Diocese of Pittsburgh Archives, Duquesne University, the Episcopal Dioceses of Pittsburgh, the Historical Society of Western Pennsylvania, the Mercy Hospital Archives, the University of Pittsburgh and the Westmoreland County Historical Society were displayed throughout the metropolitan area.

David Hedrick is the Pennsylvania State Caucus Rep and his phone number is (717) 337-7011; email is hedrick@gettysburg.edu.

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Digital Image Library of Philadelphia Medical History Established

The Scott Memorial Library of Thomas Jefferson University and The Historical Society of Pennsylvania proudly announce the release of PHDIL, the Philadelphia Historical Digital Image Library. A,grant-funded collaborative effort between the two institutions, the on-line database contains over 3,000 images documenting healthcare, architecture, medical education, and life in Philadelphia during the 19th and early 20th century.

Included in the database are pre-1945 portraits of Jefferson alumni, faculty, and trustees; photographs of military hospitals; medical society and class portraits; and views of anatomy labs, operating rooms, and clinics. Users can search for images by name, place, date, subject, event, photographer, or donor. Visit PHDIL at http://jeffline.tju.edu/Phdil/

This project has been partially funded with federal Library Services and Construction Act (LSCA) funds administered by Commonwealth Libraries.

The Commonwealth of Virginia has also had a lot of activity lately. One exciting event is that the archives of Old Dominion University have recently reopened after being closed for several years. Jay Gaidmore is the new Archivist.

★

Beth Harris, the archivist for the Hollins University, will oversee the move of the archives into its facility in the new library building in March 1999. The dedication is tentatively scheduled for April 9 and 10.

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Chris Bolgiano, archivist at James Madison University, has recently published a book, *The Appalachian Forest: A Search for Roots and Renewal.* A description of the book reads: "Using her own 100 acres as a backdrop, Chris Bolgiano writes about the George Washington National Forest and other lands that comprise this majestic region. She ponders the past and the future of our mountains and the lifeways that depend on them."

★

Joan Ecktenkamp Klein reports that the History of the Health Sciences Lecture Series is presenting four lectures this year. Anyone interested should contact her at The Claude Moore Health Sciences Library, #234, University of Virginia Health Sciences Center, Charlottesville, VA 22908; e-mail jre@virginia.edu. Information about Historical Collections and Services programs, including exhibits and lectures, may be found by visiting http://www.med.virginia.edu/hs-library/historical/

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The Virginia Caucus will meet sometime in early spring at the Virginia Historical Society. Anyone having ideas for a speaker topic (in addition to the tour), please contact Linda Miller at Roanoke College Archives, Salem, VA 24153, email lmiller@roanoke.edu, phone (540) 375-2490.

Symposium: Philadelphia Naval Shipyard

The symposium entitled "Changing Tides: The History and Evolution of the Philadelphia Naval Shipyard, 1801-1998 and Beyond," will be held Saturday, April 10, 1999, 8am to 5pm at the National Archives and Records Administration, 9th and Chestnut Streets.

The National Archives - Mid-Atlantic Region will be hosting and sponsoring a symposium on the Philadelphia Naval Shipyard, in conjunction with the current exhibition, "Mainstay of the Fleet: The Philadelphia Navy Yard, 1801-1996."

For almost two-hundred years, the Philadelphia Naval Shipyard served as the "Mainstay of the Fleet," providing logistical support, overhaul and repair facilities, and serving as a site to experiment with new ideas in naval engineering. The symposium will look at the rich history of the Navy Yard, the views and experiences of those who worked there, the vast records and research potential for historians, and the present and future plans for the site. This event is open to all, but is especially ideal for those interested in local/naval/labor history, for former employees, and for representatives of companies located in or considering locating in the new Philadelphia Naval Business Center. Scheduled speakers to date include:

- Joseph-James Ahern, American Philosophical Society Library, Library Technical Assistant
- Michael Angelo, Independence Seaport Museum, Librarian
- Shawn Aubitz, National Archives - Mid-Atlantic Region, Exhibition Curator, Mainstay of the Fleet
- Capt. Jon C. Bergner, USN (Ret.), last commanding officer of Philadelphia Naval Shipyard
- Dr. Jeffery Dorwart, Rutgers University - Camden, Professor of History
- Dr. Thomas Heinrich, Baruch College, Professor of History
- E. T. Kendrick, former yard employee
- Dr. Walter Licht, University of Pennsylvania, Professor of History
- Julie Van Nostren, Philadelphia Industrial Development Corporation

Registration fee is $20 before March 12, 1999, and $25 after. Space is limited to 55 registrants, and early registration is advised. Checks should be made payable to: Naval Historical Foundation, and mailed to: Changing Tides, c/o National Archives - Mid-Atlantic Region, 900 Market Street, Philadelphia, PA 19107.

Those wishing further information should contact: Joseph-James Ahern, Changing Tides Symposium, c/o American Philosophical Society Library, 105 S. 5th Street, Philadelphia, PA 19106, (215) 440-3417, email at jjahern@amphilsoc.org; or Shawn Aubitz, Curator of Exhibits, National Archives - Mid-Atlantic Region, 900 Market Street, Philadelphia, PA 19107, (215) 597-9770.

Co-sponsors of the event include the American Philosophical Society, the Library Atwater Kent Museum, the Historical Society of Pennsylvania, the Independence Seaport Museum, the Naval Historical Foundation adn the Society for Military History.

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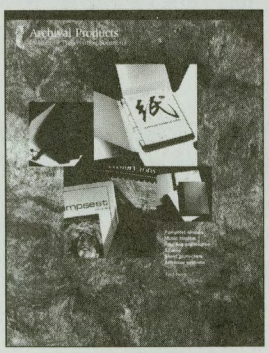

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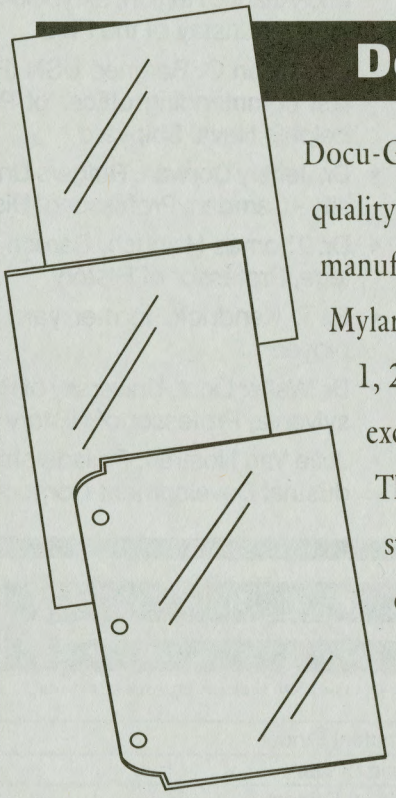

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TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1998
July 1, 1998 - September 30, 1998

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1997 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$11,254.00	$2,658.00	$863.00	$405.00	92%	$15,180.00	$14,829.00
Publications Sales	1,500.00	232.00	49.00	483.38	45.92	54%	810.30	1,458.54
Pub. Advertising	1,000.00	156.00	0.00	343.50	648.00	115%	1,147.50	1,179.00
Bank Interest	4,000.00	176.13	202.56	222.52	4,062.52	117%	4,663.73	4,027.48
Conferences	12,000.00	0.00	7,907.22	0.00	9,947.29	149%	17,854.51	9,066.51
Mailing List Sales	250.00	80.00	70.00	140.00	10.00	120%	300.00	280.00
Contributions	400.00	295.00	25.00	0.00	0.00	80%	320.00	362.00
Miscellaneous	100.00	56.00	5.00	0.00	20.00	81%	81.00	89.35
Total Revenue and Support	**$35,750.00**	**$12,249.13**	**$10,916.78**	**$2,052.40**	**$15,138.73**	**113%**	**$40,357.04**	**$31,291.88**
EXPENSES								
General	$1,750.00	$0.00	$778.00	$500.00	$0.00	73%	$1,278.00	$1,132.27
Administrator	3,835.00	443.70	23.30	512.85	406.36	36%	1,386.21	1,691.23
Treasurer	755.00	20.00	482.20	115.93	7.39	83%	625.52	628.81
Membership	1,545.00	102.40	0.00	180.68	66.00	23%	349.08	464.52
Committees	6,335.00	171.61	1,356.18	55.39	756.59	37%	2,339.77	4,292.49
Publications	12,600.00	2,639.18	2,344.00	2,145.99	2,429.00	76%	9,558.17	11,132.53
MARAC Archivist	500.00	0.00	0.00	0.00	500.00	100%	500.00	0.00
Awards	425.00	0.00	0.00	325.00	0.00	76%	325.00	425.00
Conference Advances	5,155.00	155.00	2,000.00	0.00	2,000.00	81%	4,155.00	5,000.00
MARAC Scholarship	2,200.00	280.64	545.00	1,145.00	0.00	90%	1,970.64	1,806.39
Grant Project Expenses	600.00	0.00	0.00	0.00	0.00	0%	0.00	0.00
Miscellaneous	50.00	0.00	0.00	0.00	0.00	0%	0.00	0.00
Total Expenses	**$35,750.00**	**$3,812.53**	**$7,528.68**	**$4,980.84**	**$6,165.34**	**63%**	**$22,487.39**	**$26,573.24**
NET INCOME or (NET LOSS)	**$0.00**	**$8,436.60**	**$3,388.10**	**($2,928.44)**	**$8,973.39**		**$17,869.65**	

SUMMARY

Opening Balance	$109,202.50
Income	15,138.73
Expenses	(6,165.34)
Closing Balance	**$118,175.89**

Cash Accounts

Checking Accts:	$11,881.00
Savings Accts:	35,100.71
Cert. of Dep:	71,194.18
Total	**$118,175.89**

Fund	Opening	Credits	Debits	Closing
Current	$56,575.56	$11,076.21	($6,165.34)	$61,486.43
Endowment	12,626.94	4,062.52		16,689.46
Reserve	40,000.00			40,000.00
Total	**$109,202.50**	**$15,138.73**	**($6,165.34)**	**$118,175.89**

PRESERVATION NEWS

Help keep your MARAC colleagues abreast of the latest preservation information and news about your state or region by sending information to: Evelyn Frangakis, Preservation Officer, National Agricultural Library, 10301 Baltimore Ave., Room 300, Beltsville, MD 20705-2351, fax (301) 504-7593, e-mail efrangak@nal.usda.gov.

Meetings and Workshops

The National Archives Annual Preservation Conference will be held March 25, 1999, at the National Archives Building in Washington, D.C. The topic, "Alternative Archival Facilities," covers underground storage; cold storage vaults; conventional freezers; adaptive space, such as upgraded rooms or storage areas not originally intended for archival storage; and specially built, high-density depository structures. Sessions will include standards, hints, tips, and models on how to utilize alternative space for the storage of archival and library materials. The registration fee is $50. For additional information contact: Conference Coordinator (NWT), 8601 Adelphi Road (Rm. 2800) College Park, MD 20740-6001; (301) 713-6718; fax (301) 713-6653; e-mail preserve@nara.gov; Web site http://www.nara.gov/nara/preserva/conferen/.

A four-day conference, "Looking at Paper: Evidence and Interpretation" will be held on May 13-16, 1999, in Toronto, Canada. This conference features recent art historical and bibliographic research that focuses on the examination and interpretation of paper. Presentations will include specific case studies, surveys of historic and contemporary papers, discussions of research methodology, and descriptions of analytical techniques. This is a burgeoning field of study of interest to those working closely with paper-based collections. The interdisciplinary program brings together paper historians, conservators, papermakers, scholars and curators from many different countries. Additional information, including registration fees, may be found at http://www.adamsheritage.on.ca/paper/ or by calling John Slavin at (905) 566-9033.

The Northeast Document Conservation Center is offering its "School for Scanning: Issues of Preservation and Access for Paper-Based Collections," at the Chicago Historical Society on June 2-4, 1999. This conference aims to equip participants with the ability to discern the applicability of digital technology in their own specific circumstances and to make critical decisions regarding management of digital projects. For more information visit http://www.nedcc.org or call (978) 470-1010.

Publications

Debra Hess Norris, "Disaster Recovery: Salvaging Photograph Collections," (Philadelphia: Conservation Center for Art and Historic Artifacts), 1998. This six-page bulletin provides recommendations and practical guidance on the recovery of water-damaged photographic objects. Topics include recovery options, special considerations and salvage priorities, initial steps, recommendations for air drying, recommendations and precautions for freezing, information about smoke and soot damage, and additional sources of information. Single copies may be purchased for $3.50 (orders of 10 or more copies are $2.50 each plus shipping and handling) from: CCAHA, 264 South 23rd St., Philadelphia, PA 19103; (215) 545-0613; fax (215) 735-9313; e-mail ccaha@hslc.org; Web site http://www.ccaha.org.

James Reilly, "Storage Guide for Color Photographic Materials: Caring for Color Slides, Prints, Negatives, and Movie Films". (Albany, NY: University of the State of New York), 1998. 48 pp. Available for $20 (checks payable to "The University of the State of New York") from the New York State Library, 10C47 Cultural Education Center, Albany, NY 12230; (518) 486-5354. Order forms may be found at www.nysl.nysed.gov/libdev/storage.htm. A review of this publication, by Gary Saretzky, may be found in the *Abbey Newsletter*, vol. 22, #2, p. 28.

The November/December 1998 issue of *CLIR Issues*, a publication of the Council on Library and Information Resources, includes several articles on digital preservation: "Digital Preservation?" by Don Waters; "The Hybrid Model of Preservation Reformatting" by Abby Smith; and news of a forthcoming CLIR report by Jeff Rothenberg, "Avoiding Technological Quicksand: Finding a Viable Technical Foundation for Digital Preservation". The articles may be found at http://www.clir.org/pubs/issues/issues06.html.

FEMA Seeks Conservation Expertise

The Federal Emergency Management Agency (FEMA) and the National Task Force on Emergency Response are recruiting conservation and preservation professionals for post-disaster assistance teams and mitigation research. In the event of a major disaster, FEMA can mission-assign employees from other federal agencies to damage assessment and technical assistance teams. FEMA can also contract with individuals from the private sector to assist with mitigation inspection and evaluation projects. Both federal and private sector recruits will be included in a new database called the Federal Cultural Heritage Roster. Expertise is needed in a wide range of conservation and historic preservation specialties. Training and/or experience in damage assessment, on-site technical assistance, disaster response and salvage techniques, or disaster recovery practice are preferred. Candidates must be available for temporary field assignments on short notice. The Federal Cultural Heritage Roster will be managed for FEMA by Greenhorne &

Continued on p. 14

STEERING COMMITTEE MEETING SUMMARY

November 19, 1998

Chair Janet Linde has reappointed Lynne Wohleber, Susan Aprill, Tom Frusciano and Dick Wood to the Publications Committee. Kathleen Williams and Lynne Humphries-Russ are new appointees to the Publications Committee.

Vice Chair Ben Primer said that he had received a check for $9,625 from the Local Arrangements Committee for Saratoga Spring which he gave to the Treasurer. Future meetings are Penn State (May 6-8, 1999), Long Island (Nov. 11-13, 1999), New Brunswick (May 18-20, 2000), and Cleveland (Oct. 19-21, 2000). Philadelphia is being considered for spring 2001.

Treasurer Rebecca Collier reported that since we kept expenses far below those budgeted and had income from two of our conferences, MARAC finished FY 1998 in the black. Jim Byers continues to work on trying to change our tax status to 501(c)3.

Marsha Trimble, Chair of the Ad Hoc Committee on Contractual Services described the process the committee had used to gather information on firms, send out requests for proposal, check references and interview three finalists to serve as our association management firm. The committee recommended Kimball & Associates from McLean, Virginia. The firm was the unanimous choice of the committee; it also happened to be the lowest bid at $32,400. The Committee presented a possible plan for financing this amount.

The Finance Committee moved to approve the selection of Kimball & Associates and to cover at least 85% of the cost of Kimball's proposal through the dues structure. Further, the Finance Committee would work out the details for financing and the amount of dues increase needed and bring a proposal to the February meeting of the Steering Committee. This motion was approved

The Steering Committee voted to disband the Contractual Services Committee after its presentation to the caucuses and the publication of an article on its work in the *Mid-Atlantic Archivist*. Copies of the complete Kimball & Associates proposal will go to all Steering Committee members prior to the February meeting.

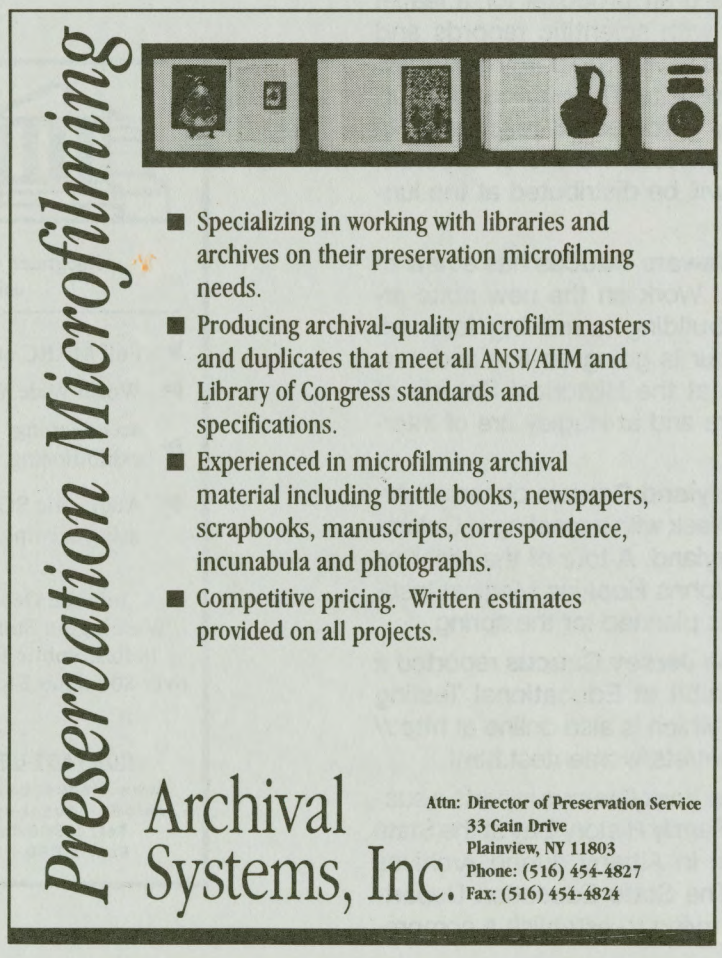
Administrator Diana Shenk reported a current membership of 1172, an increase of 60 from May. Shenk is moving out of the MARAC region. She will, however, continue to work one week a month until Penn State replaces her, which will allow her to continue most of her activities as administrator when she is in the office. This should keep things running until the association management firm takes over.

Archivist Lauren Brown reported the addition of two linear feet for MARAC's archives. A graduate student is working on processing and reference requests.

The winner of the Leonard Rapport Modern Archives Institute scholarship is Wenda Rottweiler. No meeting scholarship was awarded because there were no requests.

The Education Committee has begun to work on workshops for future meetings since planning these will be their responsibility, rather than the Programs Committee's, after the Penn State meeting. A subcommittee is working on qualifications for instructors and course content.

The Nominations and Elections Committee reported that candidates had been found for most positions that will be filled in the spring elections.



Rebecca Ebert has resigned as chair of the Outreach Committee. The new chair is Catherine Keim. The committee has developed a poster for Archives Week 1999 entitled "Celebrate the Places That Preserve Our Memories Forever."

The Arline Custer Award will go to *New York University and the City: An Illustrated History* by Tom Frusciano and Marilyn Pettit. Second prize goes to *The Common Wealth: Treasures from the Collections of the Library of Virginia* by Sandra Gioia Treadway and Edward D. C. Campbell, Jr. The committee awarded an honorable mention to an exhibition catalogue, *Self-Works: Diaries, Scrapbooks, and Other Autobiographical Effects* by L. Rebecca Johnson Melvin.

Service awards were approved for a number of MARAC members.

The Finding Aids Awards Committee has developed additional guidelines for electronic finding aids which the Steering Committee approved.

The Publications Committee has received a draft proposal for a leaflet dealing with scientific records and continues to work on policy guidelines for our website. The publications survey only garnered 18 responses. In order to increase the level of response, copies will be distributed at the luncheon.

The Delaware Caucus has a new e-mail list. Work on the new state archives building is moving forward. Winterthur is going on-line and new exhibits at the Historical Society of Delaware and at Hagley are of interest.

The Maryland Caucus observed Archives Week with a meeting in Columbia, Maryland. A tour of the archives of The Johns Hopkins Medical Institutions is planned for the spring.

The New Jersey Caucus reported a new exhibit at Educational Testing Service which is also online at http://ericae.net/ets/womentest.html

The New York Caucus reports a successful Family History Day at the State Museum in Albany during Archives Week. The State Education Department is trying to establish a comprehensive community history program called Rediscovering New York History and Culture which would provide funds ($5 million) to help local repositories throughout the state. Syracuse is working on a New York Encyclopedia. The Archivists Round Table of Metropolitan New York celebrated Archives Week. The annual award for support of archives went to Martin Gomez, Director of the Brooklyn Public Library and the one for innovative use of archives went to the Skyscraper Museum, Carol Willis, Director. The annual Family History Fair was also held at New York University.

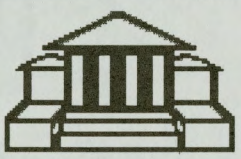
The Virginia Caucus reports an outside poster display for Archives Week at the Library of Virginia and plans to visit the Virginia Historical Society in the spring.

The Washington, D.C. Caucus held a slide show at the D.C. Public Library on October 16 for Archives Week.

Preservation News

Continued from P. 13

O'Mara, Inc., a firm based in Greenbelt, Maryland. G&O currently maintains for the FEMA Mitigation Directorate a national database of engineering experts called the Building Performance Assessment Team (BPAT) Roster. The National Task Force on Emergency Response, cosponsor of the project, is a public-private partnership committed to providing coordinated, expert assistance to cultural institutions and the public in times of disaster. The task force is an initiative of FEMA, the Getty Conservation Institute and Heritage Preservation. If you are interested in becoming a member of the Federal Cultural Heritage Roster, please request an application packet from: Eric Letvin, Greenhorne & O'Mara, Inc., 9001 Edminston Road, Greenbelt, MD 20770; (301) 982-2800, ext. 611; fax (301) 220-2606; e-mail eletvin@G-and-O.com.



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Session Abstracts

MARAC Meeting, Washington D.C., Nov. 19-21.

Space Planning for Archives: Ideal vs. Real

The two presentations made by Dana Bell-Russel, Curator, National Justice Library, and Richard Crawford, Access Programs Staff and currently Move Plan Refinement Coordinator for the Office of Records Services (NW), NARA, built upon the speakers' experiences in space planning connected to renovation and records moving projects.

During her presentation, Dana Bell-Russel discussed the design of the National Equal Justice Library and the problems that she faced in trying to get the library ready for the dedication three months after her arrival as curator. She showed previous designs and explained how those designs led to problems once they were implemented. She also provided tips about dealing with architects, boards or supervisors, and the stress of a design project.

Richard Crawford began by stating that space planning goes hand in hand with preparing for the moving of archival records, whether between or within archival facilities. He noted that a comparison of the move of archival records between NARA's Washington, DC facilities during the years 1994 to 1996 (Move 1) with planning for the new move involving those same facilities projected for the years 1999 to 2003 (Move 2) revealed insights into space planning. He gave several examples.

He stated that based on experience with NARA's first move, there was recognition of the need to bring together a staff dedicated solely to planning and preparation for the move, to develop a move plan as early as possible, and to achieve close and continuous coordination with staff performing on-going servicing of the records. He cited the use of space planning tools from the first move such as the electronic Master Location Register reference reports and new tools such as the reports from a database (SPACEMAN) designed to provide information on empty stack space.

He concluded that with an ever-changing stack landscape and as new refinements to the renovation design emerge, it is important to keep in mind the most important rule in space or any other type of planning: be prepared to make changes in the plan!

★

Information Management, Technology and Archives

This session focused on cooperation and collaboration in archival work between archivists and other archivists as well as with information managers and technical support people. Ellen Pierce outlined the history of technological implementations at Maryknoll and how that has affected the work of the archives both in collecting records and in daily administration, from the use of robot typewriters in the 60s to modern computer systems and networks today. She emphasized how records keeping is changing and that archivists need to get involved in the process and have a voice. She advised to get involved early, to do your homework, to know what you need and want, to not fall prey to techno-babble, and to ask lots of questions.

Joe Coen raised some questions about controlling the rapid change of technology in a 'lone arranger' type setting. He outlined opportunities for workshop training and emphasized the value of information sharing with colleagues. The major problem for the 'lone arranger' is that the archivist is usually the information specialist as well. He provided an extensive overview of the cooperative Catholic Documentary Heritage Project. The US Catholic Historical Society is working to provide WWW exposure to all Catholic repositories through their website and with the assistance of Catholic Online. This project is enabling small archives to get WWW visibility and be connected on-line without the need for technical staff in their shops. There are now over 200 repositories listed on www.uschs.com, and data forms are available as well as home page design. The repository does not even need WWW access to be included.

★

Outreach: Get'em, Grab'em, Hold'em: From Net to Access

Around thirty-five people attended this late Friday afternoon session. Elsie Freeman Finch, retired Outreach and Archives Education Specialist, NARA, chaired the panel. She introduced the panel as one that would focus on innovative techniques that encourage use and access to archives, primarily through use of Web sites.

Wynell Schamel, NARA Education Specialist, presented first. She did a live demo using www.NARA.gov and explained the way the new digital classrooms work. Through the online classroom, teachers have access to both the original documents and the lesson plans with the coordinated activities that accompany the documents. She showed us the cross-curricular materials available and the graduated steps in possible analysis. She also showed us the Beginning Research site that walks a person through the Finding Aid and Record Groups and explained the various search engines there.

Judith Reid, Head, Local History & Genealogy Room, Library of Congress, followed Wynell. She urged everyone to have their patrons do research online BEFORE coming to the LH&G Room in order to know what was needed and to know what was available. She provided a four-page handout of Internet sites about genealogy on the Internet. She explained the advantages and attractions of the major sites and how to use the search-

able genealogy resources to get at what one wanted. She noted which were full-text sites.

Elaine Engst, University Archivist, Cornell University, concluded the session by presenting a cached-view Web presentation of a digital access case study conducted at Cornell. The Web site serves as a brochure. The design team of archivists and faculty specialists identified a distinct audience and designed a learning web site for that particular group. The results were very successful. She showed us several aspects of the ornithological exhibit produced and the interdisciplinary Renaissance Project.

Questions for the panelists focussed on how to provide access to all users and the expense involved. Elsie summed up the session by stating that digital outreach is another tool; it attracts a new audience but takes a lot of planning.

★

Elements of a Heritage Tourism Initiative

Twenty-four people attended this Friday morning session. Barbara Franco, Executive Director of the Historical Society of Washington, D.C., chaired the panel.

Jerold Kappel, Director of Development, American Association of Museums, presented first. He noted that two of the most important parts of a heritage tourism program are marketing and forging partnerships. Acknowledging that those in the humanities are often squeamish about applying business practices to cultural programs, he emphasized the importance of the "product" that cultural and historical institutions have to offer. He suggested that since the travel industry focuses on "destination", cultural institutions can offer the unique "stories" that make places attractive to potential tourists. He emphasized creating partnerships with those who can help market this product, such as tourist agencies and convention centers, and encouraged cultural centers to enter these partnerships seeking a "handshake, not a handout." To demonstrate the potential of a heritage tourism initiative, he defined tourists who seek out historical/cultural sites as being generally better educated and more affluent, tending to travel in larger parties, spend more money, and extend a visit to include cultural events.

Brent Glass, Director of the Pennsylvania Historical and Museum Commission, then challenged members of the audience to consider how much it would cost a potential marketing partner to affix its name to a location or program at their respective institutions and to write those figures down for later discussion. Glass echoed Kappel in emphasizing the importance of marketing and forging partnerships that serve mutual self-interests. He stressed that marketing is important not only for promoting tourism, but also for making granting agencies and policy makers more knowledgeable about an institution's mission. He cited examples of how both public/private and public/public partnerships have successfully enhanced and promoted heritage tourism programs in Pennsylvania. He encouraged cultural institutions to become more knowledgeable about the hospitality industry in order to be able to more fully participate in creating destinations for heritage tourists.

Claudia Polley, President of the National Association for African American Heritage Preservation, was unable to attend the session due to a family emergency, but her paper was read by Jerry Kappel. She emphasized the importance of the "business of history" and the significance of identifying and preserving African American historical and cultural sites. She asserted that economic segregation has replaced racial segregation, allowing formerly vibrant African American neighborhoods to be described as "ghettoes." An important mission of the National Association for African American Heritage Preservation is to encourage heritage tourism as a "real economic catalyst for change in African American historic communities." Polley stressed the need to gather and disseminate the "stories" of these communities in the oral history tradition of the African storyteller. She noted the importance of archives and other historical institutions in holding the information necessary to tell community stories. The NAAAHP's new brochure, created with the assistance of Alamo Rent-a-Car, was shown as

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an example of a successful partnership of a cultural organization and a corporate sponsor.

The session was opened to questions, including discussion of Glass's challenge regarding the worth of an institution's name and examples of heritage tourism programs and problems.

Barbara Franco summed up the session by emphasizing the importance of having a clear understanding of an institution's mission and its heritage assets. She encouraged participants to see the positive aspect of marketing as "putting a value on what we do."

★

Creative Staffing in Tight Budget Times: Training Professionals to Use Volunteers in Archival Settings

Forty-four people attended this Saturday morning session. Gail Redmann, Library Director, Historical Society of Washington, D.C., moderated the session.

Bruce Dearstyne, Associate Professor, College of Library and Information Services, University of Maryland, provided an academic perspective on the use of volunteers in archival institutions and the need to properly educate archives students about administering volunteer programs. He noted the increasing importance of volunteers in today's society along with a growing population of senior citizens who are both able and willing to contribute their time and expertise for projects they find worthwhile. He acknowledged that little has been written in the professional literature on the management of volunteers. He stressed the importance of planning and of developing volunteer staff in the same manner as paid staff ; e.g., creating job descriptions, posting vacancies, and evaluating job performance. Successful volunteer programs provide "psychic rewards" for a job well done and instill a sense of teamwork and pride in furthering the institutional mission. Dearstyne provided handouts listing publications and organizations providing information to volunteer administrators, summaries of skills required by volunteer administrators, necessary components of a successful volunteer program, and a description of the new archives program at the University of Maryland.

Kathryn Ray, Branch Librarian, Tenley-Friendship Branch, D.C. Public Library, offered practical suggestions for managing a volunteer program, echoing Dearstyne's emphasis on the importance of planning. She mentioned several potential volunteer pools, including not only traditional ones such as retirees and library school students, but also local high school students, Scouts, and individuals required by the courts to do community service. She suggested recruiting in local newspapers and community and professional newsletters, and through colleagues and university professors. She emphasized that the interviewing and selection process to fill a volunteer need should be handled in the same manner as for a paid staff position, including checking references, accepting volunteers on a trial basis, and matching tasks to a potential volunteer's experience and skills. In the area of training, she recommended creating training checklists, writing step-by-step instructions, checking progress regularly, and encouraging questions. Tips for the "care and feeding of volunteers" included providing a variety of tasks to keep good volunteers happy and recognizing volunteers at significant intervals.

Gail Redmann provided a case study of what has been a successful volunteer program at the Historical Society of Washington, D.C., focusing on the team of approximately twenty volunteers working in special collections processing. She prefaced her remarks on the current program by noting the importance of respecting the contributions of long-term volunteers when entering a new workplace, making changes with sensitivity and good humor. The Library of Congress's NUCMC cataloging program for institutions who are unable to afford OCLC membership was the impetus for a major effort to recruit and train volunteers to process the collections backlog and to upgrade finding aids at the Historical Society of Washington, D.C. Planning for this recruitment effort included creating a processing manual and devising a systematic approach to matching volunteers and projects. Volunteers were recruited through local newspapers and the initial interview stressed the broad applicability of the analytical, organizational, research and writing skills that would be used in archival processing. The current team of processors range in age from 24 to 88 and work from 6-12 hours per week; over half hold graduate degrees and about the same number hold either an undergraduate or graduate degree in history. Matching the size, scope and subject matter of a collection with the interests and experience of a volunteer often eliminates problems. Those volunteers who have difficulty on single projects are useful in team processing or in specific tasks, such as labeling folders and boxes or photocopying newsprint onto acid-free paper. The key to holding excellent, long-term volunteers is offering interesting, necessary work.

Michelle Krowl, Ph.D. candidate in American History at UC--Berkeley and Special Collections volunteer at the Historical Society of Washington, D.C., offered her perspective on what aspects of a program attract and hold the best volunteers. She cited the importance of training, both through manuals and hands-on experience. She noted that although smaller institutions may lack name recognition, they often can provide a level of practical experience and independence that larger places can not offer. An archival processing project provides a volunteer with a number of benefits: skills that are easily transferrable to other types of positions, an important reference from the volunteer's supervisor, and an opportunity to offer community service and to learn about local history. Benefits that volunteers provide to the institutions they serve include more than just the obvious free labor; volunteers who enjoy their work are enthusiastic advocates and generate interest in and support of archival programs.

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Time Management

Susan Rishworth, Session Chair

In a unique approach to time management, Bernice Lemley examined our assumptions about time and suggested how choice is crucial in balancing a) focus and action without trauma in the transition; b) the microview and the macroview of the world's flotsam and jetsam; and c) the yin and yang of our personal agenda and institutional cycles.

Michael Rhose, comparing archival work to triage, presented 31 practical pointers for achieving effective management of time. Included among these are a willingness to accept imperfection, opening unprocessed collections to researchers and realizing that archival practice is theory and not a science.

★

Collaborative Projects

Jeannine Mark, Session Chair

Three speakers presented three different examples of collaboration. Pamela Cassidy Whitenack discussed the oral history interpretation project that is currently underway at the Hershey Community Archives and the Hershey Museum. The clear lines of responsibility and the separate, but comparable levels of expertise that exist between these sister institutions have provided the foundation for this successful collaboration.

Taking another view, Margery Sly presented her experiences in connection with managing internal collaboration among different geographical and cultural units within the same organization. She pointed out that the diverse training and experience levels exhibited by the staff called for "dusting off" and /or developing new skills to deal with these challenges on a daily basis. Some hints for success included using the word "improvements" rather than "changes," frequent communication, the ability to compromise, and involve staff in decision-making.

Tanya Marshall gave yet another example of collaboration in her presentation on ways in which archives can and should collaborate with users. She maintains that in order for archivists and other human information providers to effectively compete in a cyber-world, they must make outreach services a priority. Genealogists and graduate students, two user groups often overlooked by archivists, can prove to be valuable allies when they discover that all available information about their areas of interest does not necessarily reside "on line."

MARAC Scholarship Announcements

Congratulations to Wenda Rottweiler, winner of the Fall 1998 Leonard Rapport MAI scholarship. Wenda is a public librarian at the Woodbridge, New Jersey, Public Library. Assigned two years ago to work with the local history collection in the Library, Wenda, as her supervisor states in her letter of recommendation, has been asked to bring order into the chaos of books, manuscript collections, clippings and photographs that make up the local history collection of the Library. Wenda is working to ensure that the collections are preserved and made available to researchers. She has a BA in history from Swathmore and has received her MLS from Rutgers. She will attend the Winter session of the Modern Archives Institute and will report on her experiences in a future issue of *MAA*.

★

Do you want the opportunity to attend the Modern Archives Institute o to receive a funding to attend a future MARAC meeting? Then apply for one of the MARAC scholarships. The MARAC Meeting scholarship provides up to $300 to pay for the recipient's expenses to attend a conference. To apply you must be a member of MARAC for at least one month but less than two years at the time of the application. Applicants must either be a new employee for less than two years in an archive or archives-related field where the employer is unwilling or unable to provide conference expenses, or a graduate student enrolled in history or a related field, library science or archives administration, and have taken at least three credit hours in archival studies at the time of application. The deadline for receipt of applications is March 1st for the Spring conference and September 1 for the Fall conference.

The Leonard Rapport Modern Archives Institute scholarship pays the tuition (currently $565) for one individual to attend the Modern Archives Institute offered by the National Archives. To qualify applicants must be new members of MARAC with membership of at least three months but less than three years at the time of application. She/he must be a new employee of at least one and less than five years in an archival or archives-related field at the time of application. The deadline for receipt of applications is February 1 for summer applications and October 1 for winter applicants.

(If you have already received a MARAC scholarship you are not eligible to receive another one. You also cannot apply for both scholarships at the same time.)

For further information about all MARAC scholarships, contact Danna Bell-Russel through email at dbrussel@capaccess.org. To apply send current resume, a letter outlining your compliance with the qualifications and the benefit you will receive from either attending the conference or the Modern Archives Institute. If applying for the meeting scholarship, please include a statement explaining your institution's inability to provide conference expenses. Send one letter of reference for the meeting scholarship and two for the MAI scholarship with your application. Please send applications to Danna Bell-Russel, 1303 Ballard Street, Silver Spring, MD 20910.

New MARAC Members

Peggy Appleman
Smithsonian Institution

Stephanie L. Ashley
History Associates, Inc.

Angela D. Baccala
University of Maryland

Marcia Bassett
Philadelphia Museum of Art

Bernadette A. Boucher
Rutgers University

Amy W. Boykin
Christopher Newport University

Tyrone G. Butler
Transnational Records & Information Management Services

Coralina Daly
University of Maryland

Christopher R. Damrosch
The Library of Congress

Laura M. Suszkowski Detrick
Hagley Museum and Library

Eric D. Dulin
Cheyney University of Pennsylvania

Jennifer Evans
University of Maryland

Robert Forman
American University/Washington College of Law

James Fort
University of Maryland

Rosa Lee Furr
Judith Gardner-Flint
University of Baltimore

Clayton S. Garthwait

Linda C. Genovese
NARA

Earleen Glaser
Mercyhurst College

Mary Ellen Gleason, S.C.
College of Saint Elizabeth

Marilyn Graskowiak

Glenn R. Gray
University of Maryland

Jonathan W. Green
Ford Foundation

Alexandra S. Gressitt
The Library of Virginia

Jeanmarie Gustitus, O.P.
Dominican Sisters of St. Catherine De'Ricci

Megan M. Hahn
The New York Historical Society

Chris Halonen
University of Maryland

Nancy Harris
Hillwood Museum

Katherine M. Igoe
Smithsonian Institution

Kelly M. Jordan
Penn State University

Marjorie Winslow Kehoe
Johns Hopkins University

Eleanor M. King
Gwynedd-Mercy College

Jane W. Kogi
Library of Congress

Jessica Lacher-Feldman
University of Albany

Virginia Lewandowski

Heather Lindsay
National Museum of Health and Medicine

Caroline D. Mabry
Randolph-Macon College

Linda Machado
University of Maryland

Tanya Marshall
University of Maryland

Malachy R. McCarthy, O.S.B.
St. Anselm College

MARAC MEETINGS

Spring Meeting 1999
State College, PA
May 7-9

Fall Meeting 1999
Hauppauge, NY
November 11-13

Spring Meeting 2000
Trenton/Princeton, NJ

Fall Meeting 2000
Cleveland, OH (Joint Meeting with Midwest Archives Conference)

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Rutgers University

Dawn Mitchell
Delaware Public Archives

Ann A. Neal
Xerox Corporation

Josephus Nelson
Library of Congress

Kenneth E. O'Brien
Ocean County Historical Society

Dave Obringer
Edinboro University

John G. Parisi
Diocese of Wilmington

Barbara A. Paulson
National Endowment for the Humanities

Stacey C. Peeples
Princeton University

Marcia Frank Peri
University of Maryland

Gregory Pike
History Associates, Inc.

Erika Piola
Library Company of Philadelphia

Aaron D. Purcell
University of Maryland

Darlene Richardson
Virginia Museum of Transportation

Nancy Marie Robertson
LaGuardia and Wagner Archives

R. Bruce Robertson
Historical Society of Pennsylvania

Jay Samuel
World Bank

Renee Savits
Historical Society of Western Pennsylvania

Charles E. Schamel
NARA

Don Sechler
Duke University

Elizabeth Shepard
Montclair Public Library

Janine St. Germain
Prospect Park Alliance

Catherine Stearns
New Jersey State Archives

Lynn Jones Stewart
University of Kansas

Susan B. Strange
Smithsonian Institution

Katharine C. Wagner

Jennifer Wallace
University of Delaware Archives

Kristina Walter
University of Maryland

Minor T. Weisiger
Library of Virginia

Bette Weneck

Teachers College, Columbia University

Dorothy Wick
YWCA

Jocelyn K. Wilk

Kathryn M. Willis
University of Maryland

Emma Wilmer
University of Maryland

John Woods

Laura Zelasnic
SANAD Support Technologies

Nominations Sought

Nominations are being accepted for MARAC service awards. If you wish to nominate a deserving individual, please contact:

Sharon A. Pullen
Rockefeller Archive Center
15 Dayton Ave.
Sleepy Hollow, NY 10591-1598
General phone: (914) 631-4505
Direct phone: (914) 366-6319
Fax: 914 (631) 6017
email: pullens@rockvax.rockefeller.edu.

MARAC Education Survey

The Education Committee is engaging in a long-term planning process to develop workshops for future MARAC meetings and to determine the needs of the membership. It is hoped that this survey will aid in that process. Please take a few minutes to fill it out and return it. You may also send it back via e-mail, or request an e-mail copy to fill out; the address is indicated below. Your comments and thoughts regarding membership educational needs are also welcome and valued. Thanks.

I. Archival/Academic background

☐ Bachelor's degree ☐ Master's degree ☐ Doctorate

Major field of study: _____

How many years experience in the profession (full or part-time)

☐ 0-3 years ☐ 4-5 years ☐ 5-10 years ☐ 10+ years

Formal archival training

☐ Collegiate ☐ Graduate School ☐ On-the-job ☐ Workshops ☐ SAA/MARAC conferences

II. Workshops

Preference for workshop style/timing

☐ Half-day ☐ Full-day ☐ Multi-day ☐ Immediately prior to MARAC meetings

☐ During MARAC meetings ☐ At various times during the year

Would you be interested in attending an SAA workshop in conjunction with a MARAC meeting?

☐ Yes ☐ No

Would you be interested in workshops being offered via a form of distance learning?

☐ Yes ☐ No

Do you have a preference for (check all that apply):

☐ On-line ☐ Audio tapes ☐ Video tapes ☐ Study guides/printed/packaged materials

III. Costs

What is an affordable fee for a full-day workshop (half-day and multi-day would be appropriately pro-rated)? For this section, we need two types of responses: workshops that would interest you and workshops that you believe are needed by members of MARAC in general. A senior archivist or an archival supervisor or archival educator can offer suggestions for areas of need in the profession generally from their perspective. Please indicate your own interest in the following workshops (indicate your need by using an A and the need for professional development by using a P):

	Very Interested	Somewhat Interested	Not Interested	No Need
☐ Conservation:				
Basic conservation	☐	☐	☐	☐
Photo conservation	☐	☐	☐	☐
Paper conservation	☐	☐	☐	☐
Preservation planning	☐	☐	☐	☐
Environmental planning	☐	☐	☐	☐
☐ Administration/Management:				
Building/construction planning	☐	☐	☐	☐
Basic administration	☐	☐	☐	☐
Long-range planning	☐	☐	☐	☐
Budgeting	☐	☐	☐	☐
Volunteer development	☐	☐	☐	☐
Outreach/Inreach	☐	☐	☐	☐
Public relations	☐	☐	☐	☐

Please detach here and mail to Russell L. Gasero, Reformed Church in America Archives, 21 Seminary Pl., New Brunswick, NJ 08901

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SIDE 1

MARAC Education Survey

	Very Interested	Somewhat Interested	Not Interested	No Need
☐ Archival theory:				
Basic overview	☐	☐	☐	☐
Basic processing	☐	☐	☐	☐
Arrangement	☐	☐	☐	☐
Description	☐	☐	☐	☐
Appraisal	☐	☐	☐	☐
Reference/Research	☐	☐	☐	☐
☐ Tours of other repositories	☐	☐	☐	☐
☐ Question/Answers from experts	☐	☐	☐	☐
☐ Advanced (identify)_____	☐	☐	☐	☐
☐ Technology/related areas:				
Basic computer technology	☐	☐	☐	☐
Digitization basics	☐	☐	☐	☐
Electronic records fundamentals	☐	☐	☐	☐
Advanced aspects of electronic records	☐	☐	☐	☐
Web site techniques	☐	☐	☐	☐
SGML/EAD	☐	☐	☐	☐
MARC	☐	☐	☐	☐

Send the completed form by February 10 to:

Russell L. Gasero
Reformed Church in America Archives
21 Seminary Place
New Brunswick, NJ 08901
(732) 246-1779
E-mail: rgasero@aol.com

Please detach here and mail to Russell L. Gasero, Reformed Church in America Archives, 21 Seminary Pl., New Brunswick, NJ 08901

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SIDE 2

EMPLOYMENT

As a service to the MARAC membership, the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *MAA* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is no fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *MAA* are December 1st, March 1st, June 1st and September 1st. Because the *MAA* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

Lemelson Center Archival Internship, Summer 1999

The Jerome and Dorothy Lemelson Center for the Study of Invention and Innovation at the National Museum of American History, Smithsonian Institution, offers full-time, ten-week, archival internship opportunities for graduate students each summer. The internship stipend is $3,000 plus a travel allowance. The internship will:

- Enable new professionals to understand, identify, and manage the historical records of American invention and innovation.
- Expose interns to the Museum's rich historical collections in the history of technology and twentieth century material culture.
- Provide hands-on experience with archival collections that document invention and innovation.
- Create finding aids to collections documenting invention and innovation.
- Engage interns in discussion of archival issues and practices and provide a wide range of professional experiences within the Museum.

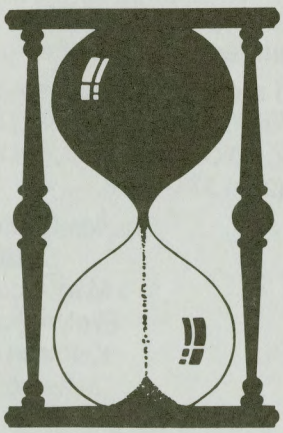
Internships are located in the Museum's Archives Center, a manuscripts and special collections repository with more than 10,000 feet of holdings in a wide range of subject areas and a full time staff of fourteen. At the time of application, interns must be enrolled in a graduate degree program and have at least six graduate credits in archival administration and at least six graduate credits in American History or another area that relates to the history of invention and innovation in American Society.

All materials must be **postmarked by March 2, 1999** for consideration. Offers will be made by **April 1, 1999**. Internships begin on or after **June 1, 1999**.

Requests for information and applications should be directed to:

Alison L. Oswald, Archivist, National Museum of American History, Smithsonian Institution, Archives Center, Room C340/MRC 601, Washington, DC 20560, phone: (202) 357-3780, fax: (202) 786-2453, e-mail: OSWALD@NMAH.SI.EDU

People



The Board of Directors of the American Frontier Culture Foundation and the Board of Trustees of the Frontier Culture Museum of Virginia announced that Marian Quinlan has joined the staff of the Frontier Culture Museum as the Director of Institutional Advancement.

Most recently, she was the Director of Development at First Nations Development Institute, a national Native American non-profit organization in Fredericksburg. While there, Quinlan spearheaded the organization's fundraising and media outreach efforts, and served on a grantmaking committee for culturally appropriate economic development.

Quinlan will direct both the fundraising and marketing at the Frontier Culture Museum, a unique museum of the Commonwealth of Virginia which offers 17th, 18th and 19th century European and American history as an experience, and features four authentic reconstructed farms from Germany, Northern Ireland, England and America.

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The *Mid-Atlantic Archivist (MAA)* is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators and of textual, audio-visual and related special research collections, and of records managers; and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at $15 per year. Membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: dxs@psulias.psu.edu. Send material for *MAA* publication to: Charles B. Greifenstein, Library of the College of Physicians of Philadelphia, 19 S. 22nd St., Philadelphia, PA 19103-3097, Tel. (215) 563-3737 x275 or x297, Fax (215) 569-0356, Electronic Mail: greifenstein@collphyphil.org. Deadlines are the first of March, June, September and December.

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